

STUDENT MANAGEMENT SYSTEM

POWERSCHOOL/TEACHERS POWERTeacher GRADE BOOK

MANUAL VERSION 2.0
WEB GRADEBOOK VERSION 1.1
AUGUST, 2008

PowerSchool



PowerSchool/Teachers Training

LOWER MERION SCHOOL DISTRICT

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POWERSCHOOL/TEACHERS

Logging in

URL: <http://powerschools.lmsd.org/teachers>

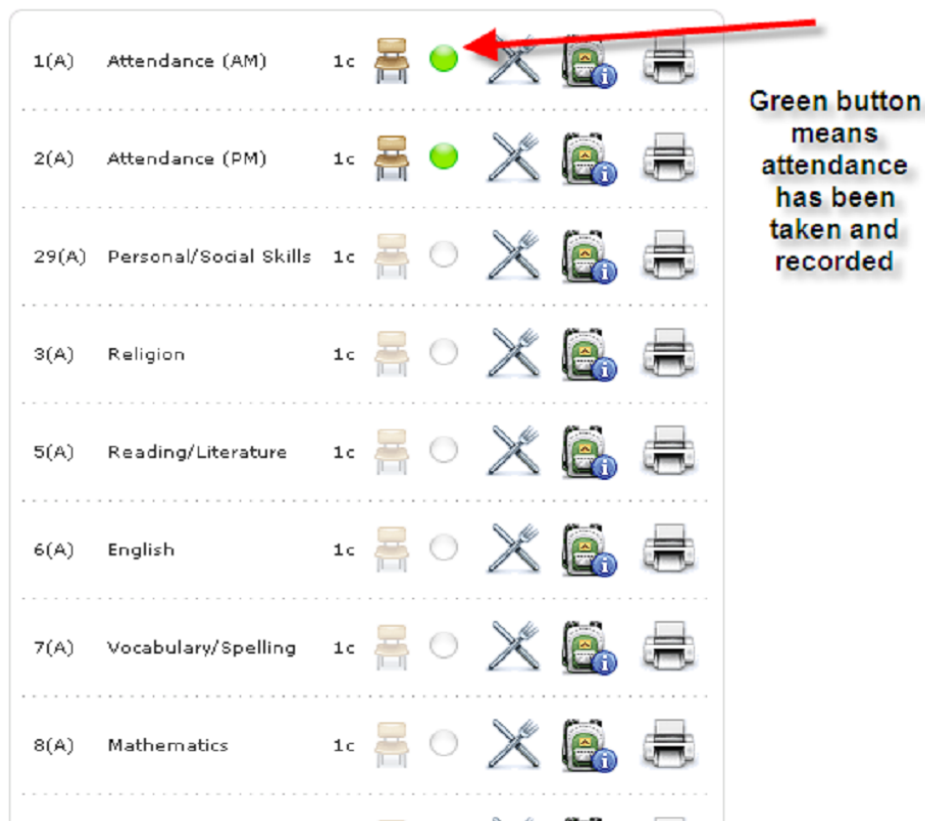


Username:

Password:

Enter

Enter your username in the top box and password in the lower box then click on the Enter button or your Enter key on your keyboard and a screen similar to the one below will appear:



Class	Teacher	Attendance	Attendance	Attendance	Attendance	Attendance
1(A) Attendance (AM)	1c					
2(A) Attendance (PM)	1c					
29(A) Personal/Social Skills	1c					
3(A) Religion	1c					
5(A) Reading/Literature	1c					
6(A) English	1c					
7(A) Vocabulary/Spelling	1c					
8(A) Mathematics	1c					

Green button means attendance has been taken and recorded

Notice only the classes you teach are listed.

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Attendance

The “**Chair**” *icon* is used to take attendance in PowerSchool


















First, select the correct Attendance code from the drop down menu at the top then click in the box to the right of the student’s name. When you have designated all appropriate students click “**Submit.**” Students are assumed Present—You do not need to mark a student “Present.” If all students are present just click Submit. This will inform the administration that you have taken attendance.

Homeroom Grade 8 - HR1(Mon-Fri) HR2(Mon-Fri)

Current attendance code: A (Absent) ▼

Adm. Christine M.

After you have clicked SUBMIT a green dot will appear that confirms attendance has been recorded for this class.

1(A) U.S. History					
3(B) Current Affairs					
4(A) U.S. History					

The *knife and fork icon* is used for submitting lunch counts.

Final Grade Entry – Standards (for Standards Based Report Cards only!)

If you wish to use the Web-Gradebook you will **not be able** to use this to enter only a FINAL GRADE.

Click on the **Backpack icon** (This is where most of the information resides in PS/teachers).

Click on the **last** name of the **first** student and another screen will appear. You can now use the drop down menu -- on the right at the top -- to select **Final Grade Entry Standards**. Next, click on the first name of each of the following students for the same screen to appear.

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When you select the **Final Grade Entry Standards** option you are now able to select the Standards scores for each student in each SUBJECT. You can switch classes on the lower left frame of this screen. BE SURE TO CLICK SUBMIT after entering Standards scores!!

6.PG - Personal Growth and Community Awareness	
6.PG.1 - Respects the Rights and Property of Others	E
6.PG.2 - Cooperates with Others	SA
6.PG.3 - Carries Out Responsibilities	SA
6.PG.4 - Complies with School Policies	SA
6.PG.5 - Integrates Characteristics of Justice and Peace in Daily Activities	E

Submit

Entering Standards for an entire class

In addition to the Final Grades Entry Standards above, you can enter all Standards for a specific class by clicking on the **(m)** next to the **Standards Summary (m)** on the lower left frame. This will allow you to assign all standards for a specific class

Standards Summary - T1

Students	6.PG.1	6.PG.2	6.PG.3	6.PG.4	6.PG.5
Curry, Penny	E	SA	SA	SA	E
Disney, Walt	E	SA	I	E	E
Li, Ellen Y	SA	E	SA	E	SA
Smith, John	SA	SA	M	I	E
Smith, Ronald	SA	SA	SA	SA	E

Submit

Drop Down Menu Items (top right)

1. You can select demographic information
2. Attendance Information
3. Net/Phone Access Summary (Date and duration of when a parent has accessed their child's information)
4. Print reports (if any reports are available)

Quick Look Up

Quick Look Up allows you to access grade or attendance information for each student in your classes. Click on any grade appearing in any trimester and you are able to view all assignments within a particular subject.

Schedule

Allows teachers to view a student's present schedule

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Standards

Screen allows teachers to view current standards associated with this student. If your district does not use Standards – you will not be able to view this option!

Notice on the bottom of the left frame: Standards Summary (m). If you click on the (m) it allows you to record Standards for the entire class. Clicking on the link “Standards Summary” allows you to view all recorded standards. You can choose to print this screen for your records.

Student Photo

If a student’s photo has been installed in PowerSchool you would be able to view it here.

Teacher Comments

IMPORTANT!!! – Teachers **MUST** choose either PowerSchool/Teachers OR PowerTeacher (Web Gradebook) to input Teacher Comments!!

If a teacher is using the Web Gradebook --Teacher Comments **MUST be entered through the Web Gradebook!!**

Click on the **Back Pack** icon of your **Home Room or Attendance** class > Click on the **last name** of the First Student > at the top right pop up menu choose **Teacher Comments** > click on the **EDIT** button > At the next screen **Select your Comment** from the list on the left (see below) > click on the arrow to add your comment to the Box on the right > **SUBMIT** > Click on the **First name** of the next student and **REPEAT** until all comments have been entered.

Teacher Comments will not appear on Report Cards until grades have been made “**Historical**” or “**Stored**.” Grades are stored by your school administrator.

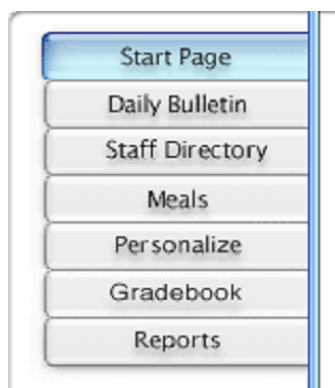
Cumulative or Term Grades

Grades will not appear until grades have been stored.

The **Printer icon** allows you to print reports. You must make any reports you have created available to the teachers first.

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Start Page button will take you back to the first page after you log in.

Daily Bulletin button allows your administrators to communicate with teachers and parents.

Staff Directory button allows you to view information about your colleagues. Information must exist in PowerSchool before any information can be viewed here.

Meals button allows you to view your lunch balance if your school uses PowerLunch.

Personalize button allows you to change your password and set up the page most useful to you after you log on. It can be helpful to set your student screen to Final Grade Entry during Report Card time.

Gradebook button takes you to a screen that allows you to LAUNCH GRADEBOOK button.

Reports allow you to print reports that have been made available to you by your school's PowerSchool administrator.

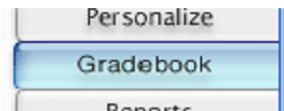
Help Button at the top right part of your screen next to the Logout Button can answer many questions. Please be sure you are located on the page you wish to receive information about. Then click on the ? symbol for more information.



POWERTEACHER WEB GRADEBOOK

1. Java version 1.5 or 1.6 should be installed on all teachers' computers.
2. Port 7880 should be opened at your school's Firewall and/or Content Filter. If you are using SSL then port 7443 should be opened.

After logging into PowerSchool/Teachers click on the button, on the left, marked **GRADEBOOK**.



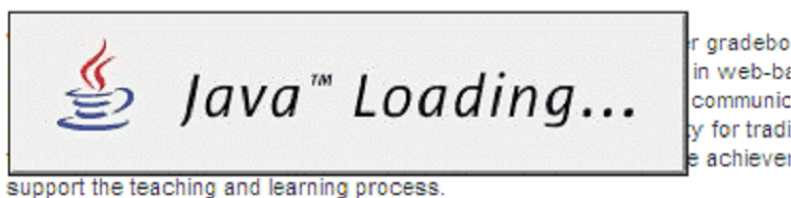
On the next screen, click on the **LAUNCH GRADEBOOK** icon to open your Gradebook.



You may be prompted to **Start** or **Run** or **Save**, depending on your browser version in order for your Gradebook to launch successfully.

You will see a “Java Loading” applet opening (see figure below). If your browser screen changes to a “Page Cannot be displayed” or Internet Explorer cannot open this page – please check that you have Java version 1.5 or 1.6 loaded onto the computer (Start > Control Panel > Java > about) AND that port 7880 or 7443 (SSL) has been opened in your network. If you are attempting to open the Gradebook from home be sure to add the site to your trusted sites.

PowerTeacher Gradebook Launch



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Gradebook Elements

Classes – TOP LEFT - This is the list of classes. Click once on a class to select.

Groups –BOTTOM LEFT – Create, Modify Groups here by clicking on +.

Filters/Sorting Tools – **Reporting Term, Category, and Students**

Sorted by choosing one or more of the drop down options

The screenshot shows the PowerTeacher Gradebook application window titled "PowerTeacher Gradebook: Penny Curry - Rockville Example School". The interface includes a menu bar (File, Edit, View, Tools, Window, Help) and a toolbar with icons for Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports. On the left, there is a "Classes" pane with a list of classes, including "HR1(M-F) Homeroom Grade 6" and "2(F) 5(Th) HR2(M,W) 7(T) English". Below this is a "Student Groups" pane with a list of students, including "Curry, Penny", "Disney, Walt", and "Li, Ellen". The main area displays a table with columns for "Student" and "Final Grade (F1)". The table contains data for the listed students, with grades mostly showing "--". At the bottom of the table, there are summary rows for "mean", "median", "mode", and "Summary".

Annotations with orange arrows point to the following elements:

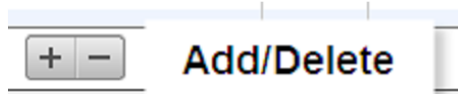
- Classes**: Points to the "Classes" pane on the left.
- Add Groups**: Points to the "+" button in the "Student Groups" pane.
- Enter Scores**: Points to the "Final Grade (F1)" column in the student list table.
- Filters**: Three arrows point to the "Filter By:", "Reporting Term:", and "Category:" dropdown menus at the top of the main area.

Buttons at the bottom right include "Revert" and "Save".

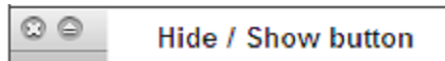
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ICONS used for Navigation



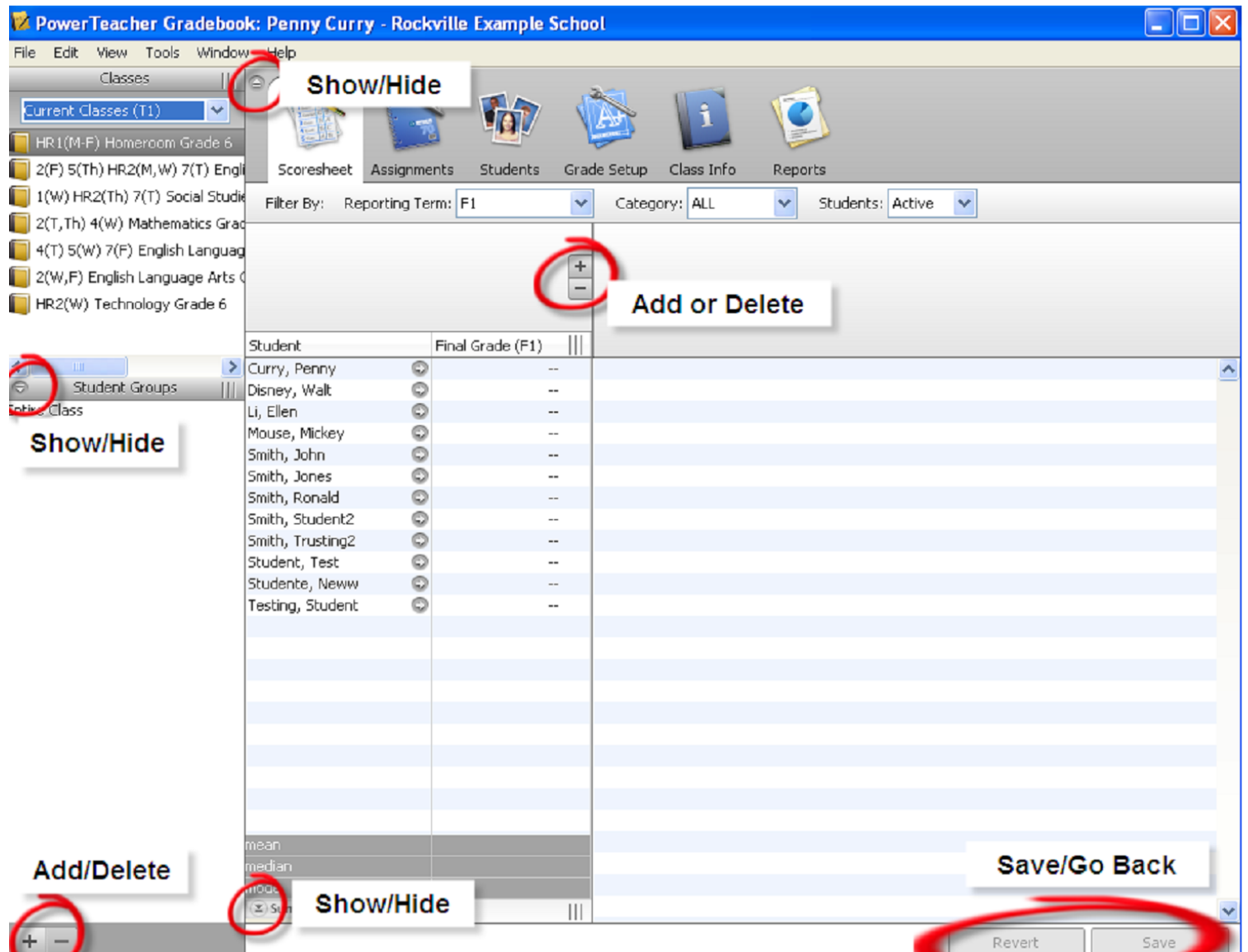
Adds or Deletes -- Assignments, Groups



Closes a portion of the frame or Shows the frame



Revert to previous Save or SAVE your work



The screenshot shows the PowerTeacher Gradebook interface for Penny Curry at Rockville Example School. The interface includes a menu bar (File, Edit, View, Tools, Window, Help), a toolbar with icons for Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports, and a main data area with a table of student grades. The table has columns for Student, Final Grade (F1), and a third column. The table lists students such as Curry, Penny; Disney, Walt; Li, Ellen; Mouse, Mickey; Smith, John; Smith, Jones; Smith, Ronald; Smith, Student2; Smith, Trusting2; Student, Test; Studente, Neww; and Testing, Student. The bottom of the interface shows a 'Revert' and 'Save' button. Red circles and callouts highlight specific icons: 'Show/Hide' (top left), 'Add or Delete' (top center), 'Show/Hide' (bottom left), 'Add/Delete' (bottom left), 'Show/Hide' (bottom center), and 'Save/Go Back' (bottom right).

Student	Final Grade (F1)	
Curry, Penny	--	
Disney, Walt	--	
Li, Ellen	--	
Mouse, Mickey	--	
Smith, John	--	
Smith, Jones	--	
Smith, Ronald	--	
Smith, Student2	--	
Smith, Trusting2	--	
Student, Test	--	
Studente, Neww	--	
Testing, Student	--	

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CATEGORIES

Top menu choose **TOOLS > CATEGORIES**

Categories

Category

2. **Modify an existing Category**

3. **Name:** Project

3. **Abbreviation:** PROJ

4. **Color:** Violet

These options will be applied as defaults to any new assignments when created for this category.

5. **Points Possible:** 0

Score Type: Points

6. **Include in Final Grade:** ☒

8. **Description:**

1. **Create or Delete a Category**

Cancel **Close**

1. Add or Delete a category by clicking on + or -
2. Modify an existing category by double clicking on a category name and then change it.
3. Give the category an abbreviation.
4. Assign a color to the category
5. Assign a default points possible to the ASSIGNMENTS **within the category**. You can always change this within each assignment.

6. Assign default Points, Letter grade or Percentage for the assignments in this category
7. Include or exclude an assignment from calculating in the final grade.
8. Give a description to your category. This will be viewable within **Quick Look Up**.
9. Select the name of the next category to modify OR click on the + to add a new category
10. Click on **Close** after all categories have been modified!

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ASSIGNMENTS

1. Can be created three ways-- by clicking on Scoresheet icon (at top) and clicking on the “ + “ directly under the Reporting Term filter OR by--Clicking on Assignments icon (at top) and then clicking on “ + “ at bottom of frame. OR – Clicking on View > Assignments in the top Menu bar and click on “ + “ at bottom of frame.
2. Be sure you are in the correct reporting term.
3. Delete an assignment by clicking once on the name of the assignment while in the Assignments view and click on the “ – “

Filter By: Reporting Term: F1 Category: ALL

Name	Abv	Category	Points Possible	Weight	Date Due
Chapter 1	Ch 1	Test	100	1.00	09/15/2007 Sat

List of assignments will appear here.

New Assignment

Assignment Publish

1. Name: Egypt Project

2. Category: Project

3. Points Possible: 100

4. Date Due: 09/15/2007

5. Abbreviation: Egypt Pro

6. Score Type: Points

7. Weight: 1.00

8. Include in Final Grade: ☒

9. Description: Project on one of the main areas we studied in Ancient Egypt

10. Revert Save

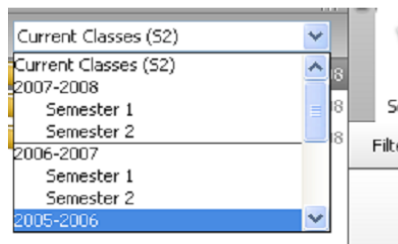
1. Name the assignment.
2. Select a category
3. Assign a points possible
4. Enter the date due.
5. Abbreviate the name of the assignment.
6. Score by points, letter grade or percentage.
7. Assign a weight to the assignment.
8. Include or Exclude the assignment.
9. Enter a description
10. SAVE the assignment or Revert to the previous save.
11. **PUBLISH** tab-publish immediately or on a specific date. In order for an assignment to calculate in the final grade it must be published. An assignment that is not published will not be included in the final grade!

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COPYING ASSIGNMENTS TO OTHER CLASSES

Click on the Assignment Icon and **right** click on the **Header** of an assignment and choose to copy that assignment to the existing class or ALL or Multiple classes. You can keep the existing date or change the date on those copied assignments if you wish to use the assignment for any date other than the date the original assignment was created for. The 1.1 version now allows you to copy assignments from previous years as well! Next year you will be able to copy assignments from this year to the next by clicking in the term at the top left, choosing the appropriate year and then navigating to the assignments and use the copy function to the current year.



Preferences

Tools > Preferences > Grading

Choose whether you wish to display the lettergrade, percentage and points on the Scoresheet.

Tools > Preferences > Sections

Choose whether you wish to display and sort by period or section number. You can also choose to have the section display with a custom name that is determined under Class Info.

SCORESHEET

After you have created an Assignment, Click on the **Scoresheet** icon at the top.

You are now able to enter scores by clicking directly in the cell underneath the assignment. You can move down the column by clicking on Enter or your down arrow key to enter scores.

Be sure to Filter or Choose the correct **Reporting Term, Category and Students!!!**

You can also right click directly in that cell to:

1. Mark a score as Collected
2. Mark a score as Late
3. Mark a score as Missing
4. Mark a score as Exempt
5. Clear a score
6. Fill Scores
7. Show Score Inspector

Final Grade	Am Revolt 03/31/2008 pts: 50	
80% 40/50	40	
1... 50/50	50	
1... 50/50	50	
1... 50/50	50	
1... 50/50	50	
1... 50/50		Collected
1... 50/50		Late
1... 50/50		Exempt
70% 35/50		Missing
1... 50/50		Clear Score
1... 50/50		Fill Scores
1... 50/50		Show Score Inspector
1... 50/50	50	
60% 30/50	30	
1... 50/50	50	

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Fill Scores

Click on Fill Scores or go to **TOOLS > Fill Scores**. You can mark assignments as **Collected, Late, Exempt, Missing** AND you can assign a comment to a particular score by clicking on **Comment Bank** (if your district uses this feature) > the Comment Bank will open > double click on the comment > **OK**

COMMENTS

1. Choose correct reporting Term.

2. Right click in Final Grade Column or Tools > Score Inspector

3. Click on Comment Bank button

4. Comment Bank Screen will open

5. Double click on correct comment

6. Use up or down arrows to go to next student

7. Choose correct comment

8. OK when all students have been assigned a comment

6. up or down arrow keys

Student	Final Grade (T1)	Chapter 1 09/15/2007 pts: 100	Egypt Project 09/15/2007 pts: 100
Mouse, Mickey	B 88% C	90	85
Smith, John	B 80%	85	75
Smith, Ronald	B 86%	82	90

Score Inspector

Student: Mickey

Reporting Term: T1

Manual Override: ☐

Percent: 88

Grade: B

Points: 175/200

Comment: Comment Bank

Displays creativity.

A blue “C” will appear next to each Final Grade that indicates a comment has been assigned to that student.

ASSIGNMENT COMMENT - If you click on a specific score for a student in any assignment you can also enter a comment for that individual score! This is not the same as creating a comment for the Final Grade! Rather this is used to communicate to parents/students your remarks for any students’ assignment’s score.

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FINAL GRADE COMMENTS and MANUALLY OVERRIDE A GRADE

You may choose to manually override a Final Grade – by right clicking in the Final Grade column OR from the top menu choose **TOOLS > Score Inspector** > check the box to **Manually Override** in the **Score Inspector** dialog box and enter the correct Percentage and Letter Grade! See Screen Shot below.

Right click within the **Final Grade** column and choose **Score Inspector** OR Click once in the Final Grade column and go to **TOOLS > Score Inspector**

The screenshot displays the PowerSchool interface with two dialog boxes open. The **Score Inspector** dialog box is in the foreground, showing the student **Mickey Mouse** with a reporting term of **F1**. The **Manual Override** checkbox is checked. The **Percent** is set to **92**, the **Grade** is **A**, and **Points** is **n/a**. The **Comment** field is empty, with a **Comment Bank** button next to it. The **Select Comments** dialog box is open below it, showing a list of comments. The comment **112 Displays a spirit of cooperation.** is selected. The **Insert Selected Comments** button is visible. The background shows a student list with columns for **Student**, **Final Grade**, **Chapter 1**, and **Egypt Project**. Mickey Mouse is listed with a final grade of **A** and **92%**. Numbered annotations (1-8) point to various elements: 1. **Choose correct TERM** (Reporting Term dropdown), 2. **Right Click in Final Grade column and select Score Inspector** (Final Grade column), 3. **Student: Mickey Mouse** (Student dropdown), 4. **Reporting Term: F1** (Reporting Term dropdown), 5. **Manual Override: [checked]** (Manual Override checkbox), 6. **Percent: 92** (Percent input field), 7. **Grade: A** (Grade input field), 8. **Points: n/a** (Points input field).

Code	Comment	Categ...
107	Needs to improve working knowledge of art product...	Art
108	Displays responsibility for own actions.	Behavior
109	Contributes to peaceful atmosphere of group.	Behavior
110	Demonstrates leadership qualities.	Behavior
111	Displays a positive attitude toward learning.	Behavior
112	Displays a spirit of cooperation.	Behavior
113	Displays creativity.	Behavior
114	Displays self control.	Behavior
115	Exhibits appropriate behavior in dealing with conflict.	Behavior
116	Frequent absence from class has impacted grade.	Behavior

IMPORTANT:

If you do not wish to manually override but only enter Teacher Comments-- just click on **COMMENT BANK** and double click on the appropriate comment and, last, **OK**. The Final Grade score will then appear with a **BLUE "C"** that indicates a comment was assigned to this student for the **FINAL GRADE**! Click on the down or up arrow keys within **Score Inspector** to assign a comment to another student **REPEAT** until all comments have been assigned! If your district does not use a comment bank – you can enter any narrative comment as well here!

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Students

Filter By: Students: **Active**

Students	Student Number	Birthday	Gender	Grade Level	Home Phone
Smith, Ronald	170004493	11/10/1999		6	516-234-5678
Mouse, Mickey	17006707	01/01/1900		6	516-222-1111
Smith, John	170005971	01/01/1900	M	6	516-234-5678

Be sure to choose filter the correct selection of students!

You can also click on each column heading to resort students, student number, birthday, gender, grade level and home phone in ascending or descending order.

GRADE SET UP

Term Weights

Reporting Term

Reporting Term	Start	End
F1	09/04/2007 Tue	06/30/2008 Mon
T1	09/04/2007 Tue	11/30/2007 Fri
T2	12/01/2007 Sat	02/28/2008 Thu
T3	03/01/2008 Sat	06/30/2008 Mon

1. Click on the F1 Reporting Term.

2. Use Term Weights to calculate a Final Grade at the end of the year.
Each Trimester should be given equal weight.

3. Save

Calculate final grade using:

☐ Total points

☒ Term weights

☐ Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
T1	100	33.3%	n/a
T2	100	33.3%	n/a
T3	100	33.3%	n/a

Revert Save

1. Choose the correct FINAL TERM in the top frame.
2. Click on Term Weights radio button in the bottom Frame
3. Click on Weight and list the weights as listed in the screen shot.
4. SAVE

Note: If you are using Quarters or Semesters modify the weight accordingly!

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Category Weighing

Follow the steps in the screen shots below OR the written directions on the right.

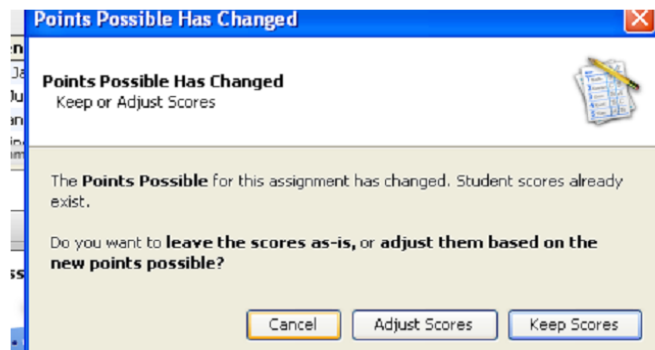
1. Choose Term in top frame.
2. Click on Category Weights radio button in bottom frame
3. Click on + to add a category or – to remove a category.
4. Check all categories (see box below)
5. Enter Weight.
6. Drop assignment(s) – if you wish.
7. SAVE

Total Points

If you wish to use the Total Points method – click on Term in top frame. Choose Total Points radio button. SAVE. You can now enter any number of possible points to each assignment you create.

Recalculate Final Scores

When changing the points possible for an assignment (for example, from 10 points possible to 100), teachers can keep the existing scores, or scale them up or down to match the new points possible.



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Class Info

Course Name: Current Affairs
Section Number: 3
Periods/Days: 3(B)
Room: 123
Custom Display Name:

Term: 2007-2008
Start: 06/01/2007 Fri
End: 05/30/2008 Fri
Grade Scale: Default

Description: This description area is used for communicating to parents your weighting options, behavior code in your classroom, events occurring in your classroom -- anything you want to inform your students or parents!
By changing text here -- parents are able to view your notices immediately by clicking on the SAVE button below!

Add Web Link

REPORTS

Attendance Grid

The screenshot shows the PowerSchool Reports interface. At the top, there are icons for Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports. The Reports icon is selected. Below the icons, there is a list of reports. The 'Attendance Grid' report is selected. A callout box points to the 'Attendance Grid' report with the text '1. Choose the type of Report'. Below the list of reports, there is a form for configuring the report. The form has fields for Name, Description, Sections, Students, Current Week, Start Date, and End Date. The 'Attendance Grid' report is selected. A callout box points to the 'Attendance Grid' report with the text '2. Make your selection of options from bottom frame'. Below the form, there is a 'Run Report' button. A callout box points to the 'Run Report' button with the text '4. Click on Run Report'. Another callout box points to the 'Run Report' button with the text '5. Save the file to your Desktop', '6. Minimize Gradebook', '7. Navigate to your file', and '8. Open your Report'. A third callout box points to the 'End Date' field with the text '3. Select date frame'.

Name: Attendance Grid
Description: Student and date grid template for taking
Sections: ☒ Selected Class ☐ Active Classes
Students: ☒ Enrolled Students ☐ Selected Groups and/or Students
Current Week: ☒
Start Date: 09/10/2007
End Date: 09/14/2007
Run Report

1. Choose the type of Report
2. Make your selection of options from bottom frame. Don't forget the LAYOUT tab!
3. Select date frame
4. Run Report
5. Either OPEN the report or Save the file to your Desktop
6. If you have chosen SAVE then Minimize Gradebook
7. Navigate to your file on Desktop.
8. Open the saved report.

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Category Total Report

Final Grade and Comment Verification Report

Individual Student Report

Missing Assignment Report

Scoresheet Report

Student Multi Section Report

Student Roster Report

The Reports listed above are all completed using the same steps listed above in the Attendance Grid Report. The options will change based on the report. You may have to list a reporting term or the type of Report – pdf or Excel (csv) but the steps are exactly the same!

The new **LAYOUT tab** allows you to include a title, a top note, a bottom note, page break options and a signature line! Settings are remembered across sessions for future use!

We recommend that you create a folder on your Desktop named “GradeBook Reports” so you have a place on your Desktop you can save all of the various reports. Another recommendation is to name your report and include the date for easier retrieval. For Example – Individual Student Report 9-15-07.pdf

The REPORT information below is taken directly from the new enhancements link above the Launch Gradebook button!

Student Roster Report

- Six blank fields added that can be named and stored.

Individual Student Report

- Include or exclude final grades, assignment info, score comments, and category totals.
- Specify reporting terms to display.
- Assignment weighting is now displayed. Assignment and category abbreviations can be used.
- Sorting by section, page break, and space-saving options.

Missing Assignment Report

- Use the new Missing indicator, or continue to use unrecorded scores.
- Sort by section, or alphabetically by students across sections.

Attendance Grid Report

- Include or exclude the date headings.
- Select a number of days to display, rather than a specific date if you choose.
- Allows use of this report for a variety of purposes, such as a class checklist.

Final Grade and Comment Verification Report

- Include or exclude points, percent, and letter grade.

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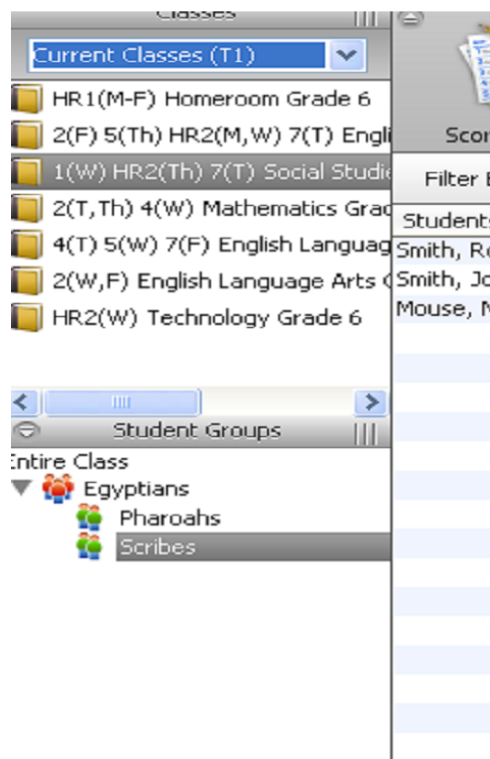
LOWER MERION SCHOOL DISTRICT

Scoresheet Report

- Standardization of student name appearance.
- Select which final grade columns to display.
- Alternating line colors for enhanced readability.

GROUPS

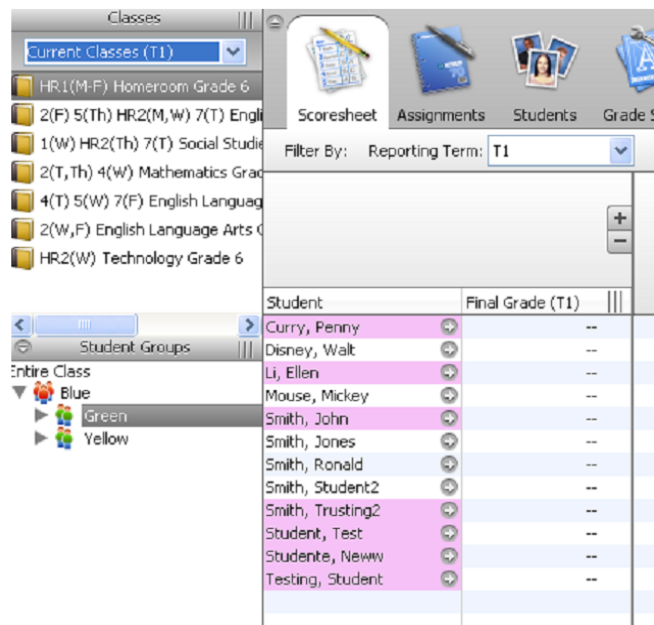
You must first create a SET and then you will be able to create group(s) of students – by clicking on “+” in bottom left corner.



1. Click on + to create a Set
2. Double click on Set to give it a name
3. Click on + again and Add Group
4. Double click on Group to give the group a name (see above)



Once you have created a SET and then a GROUP you can hold down your CTRL key and select a group of students and drag that selection of students into the appropriate group. Each group will appear as a different color. You can now create an assignment and give scores to the grouped students and Exempt everyone else not in that particular group. You are able to run reports for a group as well!



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LOWER MERION SCHOOL DISTRICT

REPORT CARD PROCESS

Standards – (only if your district uses Standards!) All Standards must be entered into PowerSchool/Teachers. Please see page 5 of this manual for directions. Teachers using the Web Gradebook do not have the ability to link assignments to standards (coming in version 2.0 web gradebook!) —all standards must be completed in PowerSchool/teachers > click on Standards Summary (m) click on the (m) to enter for the whole class.

Final Grades and Teacher Comments – Can be entered one of two ways.

1. Use **PowerSchool/Teachers** to enter one Final Grade and a Teacher Comment – see page 5 & 6 of this manual for directions.

2. Use **PowerTeacher Gradebook** to enter **grades and comments** by creating assignments and then associating a comment under the Final Grade column- see page 14-15 of this manual for directions.

IMPORTANT! If using Web Grade Book, comments MUST be entered through the grade book and not through PowerTeacher Teacher Comment entry.

After you have entered your Standards into PowerSchool/Teachers and your Final Grades through PowerSchool/Teachers OR the PowerTeacher Gradebook your school's PowerSchool administrator will complete a process called **“storing grades.”** Only then will you be able to see your grades on the Report Card! Standards automatically appear on the Report Card as you complete them in PowerSchool/Teachers!

Teachers will then be given either a Class Roster Report OR a DRAFT copy of the Report Card.

Administrators will change Current Grade Display to “Historical” for the Term.

If any grades or comments are incorrect – the TEACHER makes the changes -- either in PowerSchool/Teachers if that is where they originally created the grade OR in the Web Gradebook! The administrator then **“re stores”** grades for your changes to appear. Please be aware that this process necessitates that everything is completed by the deadlines given at your school.

After grades have been **“re stored”** schools will then print Final Report Cards onto special water-marked paper if provided.

Report Cards are distributed.

Administrators enable Final Grade Entry options for the next Term and change Current Grade Display (current grade) for the current Term.

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LOWER MERION SCHOOL DISTRICT

The information below is taken directly from the new enhancements link above the Launch Gradebook button in PowerSchool/teachers!

PowerTeacher Quick Entry Tips

To help you to quickly accomplish tasks you perform frequently, you can use the following quick entry tips, which include a number of shortcut keys. Shortcut keys consist of pressing one or a combination of keys on the keyboard to complete a task. See the respective sections for detailed procedures.

Note:

If you frequently refer to the next couple of pages, you may find it helpful to print it and place it at your workstation.

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LOWER MERION SCHOOL DISTRICT

Scoresheet Keyboard Shortcuts

Task

Shortcut (Windows)

Do one of the following:

Assignments: Assign 100% of points possible

- Enter an equal sign (=) and press **ENTER** to assign 100% of points possible for the assignment
- Open the Score Inspector and enter an equal sign (=) in the **Score** field

Do one of the following:

Collected: Mark or clear a student's assignment as collected

- Enter **Col** in the score field (repeat to remove)
- Enter period (.) in the score field (repeat to remove)
- Right-click in the score field and select **Collected** (repeat to remove)
- Open the Score Inspector and select the **Collected** checkbox (deselect the checkbox to remove)
- Use **Fill Scores** command to apply to multiple students

Do one of the following, and enter comments in the **Comment** field:

Comments: Add a comment to a student's **assignment** score

- Press and hold **CTRL+SHIFT+I**
- Right-click on a score field and select **Show Score Inspector**
- Use **Fill Scores** command to apply to multiple students

Do one of the following and enter comments in the **Comment** field:

Comments: Add a comment to a student's **final grade**

- Double-click on a student's final grade
- Press and hold **CTRL+SHIFT+I**
- Right-click on a final grade and select **Show Score Inspector**
- Use **Fill Scores** command to apply to multiple students

Do one of the following:

Exempt: Mark a student's assignment as exempt

- Enter **Ex** in the score field
- Right-click in the score field and select **Exempt**
- Open the Score Inspector and select the **Exempt** checkbox
- Use **Fill Scores** command to apply to multiple students

Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment

Do one of the following:

- Right-click in a score field and select **Fill Scores**
- Select **Fill Scores** from the Tools menu

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Do one of the following:

Late: Mark or clear a student's assignment as late

- Enter **Lt** in the score field (repeat to remove)
- Enter asterisk (*) in the score field (repeat to remove)
- Right-click in the score field and select **Late** (repeat to remove)
- Open the Score Inspector and select the **Late** checkbox (deselect the checkbox to remove)
- Use **Fill Scores** command to apply to multiple students simultaneously

Do one of the following:

Missing/Not Handed In: Mark or clear a student's assignment as missing

- Enter **Mi** in the score field (repeat to remove)
- Enter forward slash (/) in the score field (repeat to remove)
- Right-click in the score field and select **Missing** (repeat to remove)
- Open the Score Inspector and select the **Missing** checkbox (deselect the checkbox to remove)
- Use **Fill Scores** command to apply to multiple students simultaneously

Do one of the following and select the **Manual Override** checkbox:

Override a Final Grade

- Double-click in a **Final Grade** field
- Right-click in a Final Grade field and select **Score Inspector**
- Press and hold **CTRL+SHIFT+I**

Do one of the following:

Zoom In

- Click on a final grade field or assignment header and press and hold **CTRL+SHIFT+=**
- Select **Increase** on the **View** menu

Do one of the following:

Zoom Out

- Click on a final grade field or assignment header and press and hold **CTRL+SHIFT+-**
- Select **Decrease** on the **View** menu

Score Inspector Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	Press and hold CTRL+ALT+RIGHT ARROW	Press and hold CTRL+OPTION+RIGHT ARROW
Navigate to the next student	Press and hold CTRL+ALT+DOWN ARROW	Press and hold CTRL+OPTION+DOWN ARROW

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Navigate to the previous assignment	Press and hold CTRL+ALT+LEFT ARROW	Press and hold CTRL+OPTION+LEFT ARROW
Navigate to the previous student	Press and hold CTRL+ALT+UP ARROW	Press and hold CTRL+OPTION+UP ARROW
Do one of the following:		

- | | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open Score Inspector | <ul style="list-style-type: none"> • Right-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I • Select Score Inspector from the Tools menu |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Copy	Press and hold CTRL+C	Press and hold COMMAND+C
Cut	Press and hold CTRL+X	Press and hold COMMAND+X
Hide other application windows	Press and hold ALT+TAB	Press and hold OPTION+COMMAND+H
Hide PowerTeacher Gradebook window	Press and hold ALT+TAB	Press and hold COMMAND+H
Open Assignments window	Press and hold CTRL+SHIFT+2	
Open Categories window	Press and hold CTRL+SHIFT+C	
Open Class Info window	Press and hold CTRL+SHIFT+5	
Open Grade Scales window	Press and hold CTRL+SHIFT+G	
Open Grade Setup window	Press and hold CTRL+SHIFT+4	
Open Gradebook online help	Press F1	Press and hold COMMAND+?
Open New Gradebook window	Press and hold CTRL+N	Press and hold COMMAND+N
Open Reports window	Press and hold CTRL+SHIFT+6	
	Do one of the following:	
Open Score Inspector	<ul style="list-style-type: none"> • Right-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I 	
Open Scoresheet window	Press and hold CTRL+SHIFT+1	
Open Students window	Press and hold CTRL+SHIFT+3	
Open the Preferences window	Press and hold CTRL+,	Press and hold COMMAND+,
Paste	Press and hold CTRL+V	Press and hold COMMAND+V
Quit PowerTeacher Gradebook	Press and hold ALT+F4	Press and hold COMMAND+Q
Recalculate Final Scores	Press and hold CTRL+SHIFT+R	
Revert (discard unsaved changes)	Press and hold CTRL+R	Press and hold COMMAND+R
Save	Press and hold CTRL+S	Press and hold COMMAND+S